

Terrebonne Parish Library System

VACANCY ANNOUNCEMENT

Position Classification: Reference Services Supervisor

Salary: \$55,000 – \$60,000, depending on supervisory experience

Description: See attached job description

Opening Date: January 16, 2020

Closing Date: January 31, 2020

General Requirements: A masters' degree in library science from an accredited university

Applications: Applications can be obtained at any Terrebonne Parish Library Branch or on the library's web site, mytpl.org, and returned to the Terrebonne Parish administrative office (151 Library Drive, Houma, LA) or email mcleboeuf@mytpl.org. Resumes may be sent, but employment application must be completed. For more information contact Mary Cosper LeBoeuf, director, at 985-876-5861, ext. 237.

Selection: A review of the applicants' qualifications will be made by the library director and assistant director to evaluate all candidates' experience. Only applicants who meet the basic requirements will be considered for this position.

Terrebonne Parish Library System is an Equal Opportunity Employer

REFERENCE SERVICES SUPERVISOR

MINIMUM QUALIFICATIONS:

- Master's degree in library science from an ALA accredited library school
- Must have experience with use of computer and database technology
- Must be public service oriented with good communication skills
- Must have minimal three years supervisory experience

GOAL:

- To supervise, coordinate, and promote the reference services of the library system

SUPERVISOR:

- Assistant Director

DUTIES:

1. To supervise, staff, train, and coordinate the reference department at the main library
2. To promote and increase usage of the library's reference materials, both print and electronic and to report usage statistics to library administration
3. To advise library administration on database selection
4. To promote and train library staff system wide in reference services
5. To answer reference questions
6. To assist and instruct users in the use of library materials, database, and public computers
7. To plan and conduct adult programming system wide in promoting reference materials, the genealogy collection, and the non-fiction collection
8. To speak to community organizations, schools, etc. about reference services
9. To interface with user and database services
10. To participate in adult non-fiction and reference material selection and evaluation
11. To assist with the reference services section of the web page and the reference/information blog
12. To supervise, maintain, or assist with special files and indices
13. To oversee the adult non-fiction collection and supervision of the second floor of the main library
14. To follow policies and procedure in the library policy manual and personnel handbook
15. To work cooperatively and in professional harmony with staff members, administrators, and the community
16. To participate in staff development through continuing education classes
17. To perform other library related duties as required by a superordinate

Signature

Date